- 5. Video cameras operate in the canteen, as the layout of the canteen relies on a system of honesty. Recordings are viewed if there is any evidence of dishonesty.
- 6. The cameras are monitored at Reception during the school day but they are not monitored out of hours.
- 7. Pastoral Leaders are permitted to access video footage when they are investigating a significant incident involving students. Pastoral Leaders are not permitted to access the surveillance system for any other reason.
- 8. Pastoral Leaders are informed of their responsibilities regarding using the surveillance system at least once each year by their supervisor(s) and are required to sign the Video Surveillance Agreement.
- 9. Only those staff delegated with the task of checking the surveillance monitors or recordings should have access to them